

**FRANKLIN COUNTY
DEPT OF JOB AND FAMILY SERVICES
80 East Fulton Street
Columbus, Ohio 43215**

J O B A N N O U N C E M E N T

POSITION: Job Opportunity Counselor/
SEP Representative
(Bargaining) **P.C.N.:** 100932

DEPARTMENT: Workforce Development **P.R.:** O11

RESPONSIBILITIES: Complete the initial intake and orientation to the One-stop system and partner services. Provide initial skill and aptitude assessment to customers by identifying their work and training attitudes and responsibilities, strengths and weaknesses, etc. Provide job search and placement services. Provide referral and linkage to supportive services available through the One-Stop delivery system. Work within the agency and with employment and training providers/partners to maximize available community and support resources.

Evaluate customer job search and job readiness progress. Lead group discussions, exercises and lectures that explore job search, resume and interview preparation as well as setting employment and career goals. Counsel customers to identify and provide support service needs.

Monitor customer progress, follow-up activities, maintain files, inquire as to present employment status and/or referrals to trainings and monitor electronic and paper job search activities. Monitor and maintain records of customer use of supportive service referrals. Prepare and maintain information, record and report to document progress.

Interview customers and evaluate work history and job search efforts to determine eligibility for enrollment. Collect and report information on customer satisfaction with services and resources. Record and report necessary to document service delivery and effective monitoring. Input data into agency case management and performance tracking programs.

QUALIFICATIONS: Successful completion of coursework equivalent to an associates degree in human services or a related field (e.g. social work, anthropology, gerontology, public relations, psychology, communications, counseling, occupational and career development, etc.). Or if bargaining unit employee, employed by FCDHS on/by January 31, 1991 (including probationary). Ability to calculate fractions, decimals and percentages and to read and write common vocabulary plus; 1 course in employment counseling (or 1 month experience); 1 course in interviewing (or 1 month experience); 1 course in tests and measurements (or 1 month experience); 1 course in educational and vocational trends (or 1 month experience); or equivalent. Prefer 6 months experience in employability assessment and development and 6 months experience in resume writing, job search and retention skills development.

SCREENING CRITERIA:

Experience in employability assessment and development.

Experience in resume writing, job search and retention skills development.

STARTING SALARY: \$15.02 per hour/180 day probationary period.

DATE POSTED: Thursday, June 17, 2010

DEADLINE TO APPLY: Wednesday, June 23, 2010, at 5:00pm.

If interested, please go to www.franklincountyohio.gov/Commissioners/hr and apply on-line.

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